

The Bronx is... Blooming



Environmental Program Coordinator

About the Organization:

The Bronx is Blooming (BiB) leverages the resources of communities in The Bronx to revitalize urban parkland, restore local habitat, and enhance environmental quality in chronically underserved neighborhoods. Our mission is to grow and support a culture of environmental stewardship in The Bronx, creating opportunities for residents to become drivers of change and protectors of the borough's natural resources. Grow, Revitalize, Engage, Educate, Nurture (GREEN), one of our core programs, provides hands-on environmental workshops to schools, civic groups, and volunteer groups, and community members through which participants learn about local ecology while restoring neighborhood park ecosystems to support the environmental and public health of their communities. Our Program for Leaders Advancing our Community's Environment (PLACE) focuses on equipping high school and college age participants with the skills they need to become leaders in environmental stewardship, environmental justice, and their professional future.

Job Description

The Environmental Program Coordinator (EPC) will support the Environmental Program Manager to plan and coordinate stewardship events and run The Bronx is Blooming's Environmental program. The EPC will be tasked with creating event schedules, seasonal volunteer goals, and community outreach programming in each of The Bronx is Blooming's greenspaces. Their goal will be to educate students and volunteers about the benefits of local native species, the detrimental effects of invasive species, and the various methods local environmentalists can use to create more accessible and biodiverse green spaces. The EPC will work in our various locations to ensure the execution of quality stewardship events and support community organizing in Bronx parks. The EPC will also help to manage The Bronx is Blooming's plant and tool inventory and ensure accurate reporting of tool use, maintenance, and damage.

Responsibilities:

Execute High-quality Stewardship Events

- Create community and corporate event schedules and connect with local community partners to build a broad base of support around each event
- Develop a Run of Show for each event and communicate capacity needs for each event with the rest of the BiB team
- Engage volunteers from a diverse array of backgrounds in stewardship activities relating to urban tree canopy care, native plant care, and invasive species management.
- Possess the ability to tailor events for all ages and abilities
- Track and report all maintenance data

Environmental Education

- Promote Environmental Stewardship in the Bronx at external community events, seminars, conferences, and on BiB social media platforms
- Teach students and volunteers about the varying Environmental Justice issues facing communities in the Bronx

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Develop Community Relationships

- Regularly collaborate with NYC Parks staff regarding upcoming events and current park needs
- Submit permits for all planned events and maintenance work
- Outreach to local volunteer organizations, companies, schools and community boards to support community stewardship events

Manage Supply Orders, Plant Care, and Tool Inventory

- Determine supply needs for each event, including tools, mulch, and plant material
- Submit purchase orders based on project budgets
- Track inventory of each BiB storage facility, including any mulch or plant materials on site as well
- Maintain and care for plants and tool inventory when necessary

Required Qualifications

- Willingness and ability to work outdoors in all weather conditions
- Strong organizational and communication skills
- Passion for the environment, environmental justice, and youth development
- Ability to work independently and to be self-motivated
- Must be able to handle and maneuver equipment in weight up to 50 lbs
- Proficiency with G-Suite and Microsoft Office
- Valid NY State Driver's License

Preferred Qualifications

- Spanish proficiency
- Knowledge of native plant species
- Educational background in Environmental Science/ Studies
- Experience with Airtable software or willingness to learn

Time Commitment: Full Time Salaried, Tuesday - Saturday (March-November), Monday - Friday (December-February) with occasional weekend obligations. Start/end time will vary depending on event schedule.

Expected Start Date: April 9th, 2024

Salary: \$52,000-\$58,000 depending on experience.

Benefits:

Health Insurance

Dental Insurance

Matching employer retirement contribution

Flexible WFH policy for Office days (Must have reliable internet connection and access to a computer)

Flexible paid time off and vacation policy

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To Apply:

Interested candidates should submit a resume, cover letter, and contact information for three professional references to john@bronxisblooming.org. Please indicate "Environmental Program Coordinator Application - [Your Name]" in the subject line.

Email any questions to John Vallacchi (john@bronxisblooming.org)

BiB strives to be a safe, inclusive, and encouraging workplace for people of all backgrounds. We strongly encourage members of underrepresented groups in the horticulture, forestry, and environmental sector to apply. The Bronx is Blooming is an equal opportunity employer.